**Regional Project GIZ – REACTIVATE - RCREEE**

**MoM Team Retreat : Team Retreat (Hotel Crowne Plaza, Beirut, 18-20 September 2016)**

**Organization Rana El Guindy (REG), Yasmeen El Oraby (YEO)**

**Minutes of Meeting Hélène Nabih(HN)**

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| **MoM - Team Retreat  RE-ACTIVATE – RCREEE : 18-20/09/2016 – Beirut** |
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| **Day-1 : Sunday, 18-Sep-2016** |
| **09.30-10.30 : Workshop Opening and welcome of participants, agenda and organization** |
| SI : Welcoming worlds. Subjects to be discussed:  MKM: Objectives: Budget 2016-17 ; Updates on 3 countries ; Conference (PV) : initial outline ; Q1-2017: RE-ACTIVATE stand-alone regional activity scheduled  AB: Grant agreement and budget for 2017 (or bilateral discussion).  NB: better understanding of RCREEE activities/collaboration between teams  MLB: TdR for Certification Tender. How to use energypedia; check achievement of indicators. Clear responsibilities/information flow: who is responsible to document what. Discussion about RCREE  Cf: updated programme 18/9 |
| **10.30-12.00: RE-ACTIVATE Egyptian Component : a look back and forward** |
| MKM/MBB: Discussion on Training standards and training quality process; credentialing. The needs to be designed. Training providers are not governed by any entity. A concrete scheme is requested about quality, standards. A consultant should work on this process, on the basis of TUN (and MAR) examples.  MLB: basing on Katie Brown’s report with propositions for credentialing systems. |
| REG : Analyzing RE/EEE based-employment opportunities in EGY.  MKM: Feed-in tax scheme: quality check requested. Proper information to be disseminated.  MLB: option: offers from university professors (e.g. Fraunhofer Institute…)  EGY Energy Agency: need for a model how to estimate the job.  MKM/SI : Discussion about Excel-Tool developed by German consultant **Eclario** for 40.000 € in MAR Pre-diagnosis on new Energy Law / Opening to Low Voltage (LV) + study. Separate tender needed to focus on EGY needs. |
| EGY Activities: Presentation by IAK: Visualization Tool for FiT PV projects under 500 kW. 1st round feed-in tariff scheme for PV projects.  General feedback from NREA. Recommendation for next steps: visualization tools are a good basis for the 2nd round. Dissemination workshop to announce these tools for public awareness.  3rd work plan: awareness building and capacity building + Website.  Arabic translation already finalized of giz.RaSeed guideline “Solar Pumping systems in EGY” (self-assessment of PV pumping in agriculture (AGR) sector.  Conducting market assessment for solar PV pumping in EGY: aiming at providing a clear understanding of the market. Places of highest demand for solar pumping (‘hot spots’), the irrigation systems used, existing suppliers in the market, existing financing solutions, main barriers, recommended measures. Progress: ongoing, Q4 2016. Unfortunately it won’t be ready for COP22. |
| MKM: information for COP22: we need to check on the (overwhelming, sometimes contradictory) information we can provide. About 60% of information can be shared. |
| IAK : 2. Study “Aschoff Solar”; Final chapters expected by End Sep-16. Finalization expected by End Q4, 2016. |
| Capacity building for solar pumping: regional conference on solar PV distributed systems planned, Q1, 2017 (presentation of existing pilot systems) |
| IAK: Data collection, assessment, documentation and dissemination. Arab Future Energy Index (AFEX)  MKM: for AFEX, section on certification in TUN. For 2017, inclusion of MAR  Rq. NB: there are already assessments for MAR: energy efficiency in (a.) Building sector and (b.) agri-food industry  MLB: for TUN case study, actualization of numbers requested. |
| IAK: website developed. Data should be integrated into energypedia. |
| YEO: presentation about workshops   1. SE4JOBS in Cot-2016, very successful 2. Policy dialogues with stakeholders in Apr-2015 3. Certification scheme for energy managers. 1st certification in EGY, after receiving complete offers. (Aug-2016 ?) 4. Handbook on RE/EE Solutions for Ind. Sector. |
| **12.00-12.30: Coffee Break** |
| **12.30-13.30: RE-ACTIVATE Tunisian Component : a look back and forward** |
| MLB/ ABA: Presentation. Welcome to new administrator ZA  Activities; Implementation of the BC process (Bureaux de Contrôle = audit offices).   1. **BE** (Bureaux d’études = engineering) : feasibility in RE sector 2. **Training AGR/IAA** (agriculture and agri-food sector) 3. **Wind**: Int. Workshop in Tunisia (Dec-2016) 4. **Study Update** : “RE/EE in Tunisia: employment, qualification and economic effects” 5. **EE**: establish training offer “Energy Efficiency Expert” 6. **Certifying Training Offers**: PV-Installation and EEE-Training 7. **ACTE** Team approach for ER/EE for the benefit of local economies   **To 1°:** BC process. Guideline by BE to guarantee better quality for PV installations (for installers, ref. for 2 first years). ABA / MKM: Study by Saïda Zaghddi to be translated into Arabic (‘cahier d’éligibilité’/specifications to be adopted by national agencies). Training session and testing phase to follow, after which study to be completed and finalized by Aug-2017.  ABA **To 2**: **BE**: this is not a ‘feasability study’, but an update : the value chain is not completed (study-realization-control). ToRsare ready, to be launched in Q4, 2016 or Q1, 2017, depending on budget.  Tenders : Technical datasheets have been realized per activity (solar, networks, solar heating (chauffage solaire/CES), PV, isolated applications, etc.) On the basis of an already drafted action plan, Energy advisors (conseillers énergétiques) in agriculture sector (AGR) to be affected to each region. Energy solutions to be offered to energy producers in order to promote the sector. German DMS Project to co-promote with RE-ACTIVATE TUN. Tender includes realization of a steering committee (CoPil) to accompany achievement.  ABA **To 3** : The TUN Solar Plan schedules the installation of 1.700 MW **Wind**. A ANME/RE-ACTIVATE **workshop** to be organized on 1st week of Dec-2016. Examples (for capacities, realizations) from MAR + EGY + JOR would be useful. ABA promised to involve RCREEE (cf : RCREEE-event on ‘Wind’ in Oct-16). 1st session: legal aspect + 2nd session: technology.  MKM: We can organize a meeting with the EGY Nat. Agency + small presentation at the Conf. (TUN to cover logistic costs).  RB to re-activate discussion with ANME on this.  MLB: **to 4): Study update:** Employment Impact. ACOR study (deadline was in March-2016). Final draft to be sent before Sep-2016. Revision (request: MLB to HN) needed for presentation for 26-Sep-2016. English translation for mid-Oct-2016. Duplication needed for EGY and MAR.  MLB : To **AFEX**: indicators on employment effects.  MLB : **to 5)** Energy efficiency experts: interest UTICA (employers association) ; CENAFIFF (Mr El Abidi to attend energy forum). Int. experts. ‘Train the trainers’ Training material to be elaborated. After a pilot phase, training to be offered + certification/diploma for auditors. A consultant is already selected by RE-ACTIVATE TUN. Ministry for Infrastructure (Ministère de l’Equipement) to provide accreditation after employees completing this training.  **Concrete Projects with TUN municipalities** (Bizerte): employment effects of support to PV installations and zero-emission buildings. Concept for cleaner transportation with electronic vehicles. (Co-financing with ADEME, French RE/EE Agency, within ANME program).  RB: action with municipalities to boost RE/EE investments and realizations at national level.  Municipalities should be interested in projects to ensure the success.  MLM: ‘espace citoyen’ (Citizen’s Space) for municipality employees to be launched, for them to learn how to be helpful and proactive with promoters.  Rq. NB: **ACTE/TUN = Jiha Tibou/MAR** Same approach: e.g.: City of Agadir was certified in 2016; implementation of several action plans in EE. Heated swimming pool in Chefchaouen, etc. |
| **13.30-14.30: Lunch Break** |
| **14.30-15.30: RE-ACTIVATE Moroccan Component : a look back and forward** |
| SI: Presentation of **road map for MAR**. Gap analysis needed for farmers for alternative finance mechanisms and feed-in to banks. A leasing concept requires investment and installations. Project in coop. with Agence de Développement agricole (ADA).  Rq. MKM: ‘**Morabha concept’** with no leasing from banks.  SI: Solar pumping training program for installers (2 weeks): test phase in Nov-2016 and for farmers (2 days) in CECAMA Competence Center in Sidi Slimane. Partners are ADA, IFMEREE, CECAMA. Training to be performed in darija/Morccan Arabic. Guide for famers to be ready by Nov- or Dec-2016.  **Rq. MKM:** you can use a guide in English developed in EGY.  SI: Study on socio-economic impact of the liberalization at Low-Voltage grid with MS-Méd.  SI: Water consumption is a main issue. Drop-by-drop irrigation is 100% subsidized by MAR-government. Solar power in irrigation cannot be developed without water meters.  SI: Pilot project in Tamassint, Errachidia: feasibility study for 12 solar pumps and 1 pilot installation (underway, Q4, 2016).  ABA: Solar pumping can offer solutions for monitoring and follow-up of water management.  NB: The subvention for solar pumping is presently blocked with Moroccan Ministry of Agriculture + ONEP + Min. Interior + Min. Energy. The installation of water meters is now compulsory. |
| **NB: Presentation of activities in 2015**  Support of small companies and leather industry in Fes. 2 to 3 workshops will be done and duplicated at national level. A 1st workshop was made.  Building sector 2014-15: support of an energy experts group for a E-City  2015 : Together with AHK/German Chamber of Commerce and OFPPT and Project GIZ-DKTI-1, support to Centre de Perfectionnement technique (CPT, Kenitra), with provision of a solar kit.  2015: Together with Cluster EMC, continuous training for cement factories and ceramics, for Certification (ISO 500001).  Guide for Energy Efficiency in Industry almost done, translation into Arabic scheduled Q4, 2016.  Roadmap 2016-17: together with project ACCC (Climate Change).  IFMEREE-Oujda: Tender to be launched with RCREEE. NB to coordinate with colleagues from IFMEREE and DKTI.  Project of sensitization New Energy law (since Nov-2015).  Cahiers de prescriptions techniques (technical prescriptions): sensitization about law implementation.  With Cluster EMC, until June 2017 : improvement of the management of Cluster members (regions: Casablanca, Berrechid). Ti be duplicated later at national level.  With cluster EMC: EMC Action Plan – a.o., EE-Bat (building systems). Energy management (…) Missions with Arab Cluster.  MKB to YO: take information from NB.  Side-Event for EE for COP22/stand GIZ Energy world. Heads of Projects are requested to present effective results. NB works with Verick Schick.  NB: Learning Energy Efficiency Networks (LEEN)-network: Creation of a network of experts in agrifood industry (exchange of experience/confidentiality). It takes about 4 years for LEEN to be implemented. LEEN has not to do with ESCOs. The problem is that after audits, there is no improvement process. The purpose of LEEN is to share information (e.g.: heat process improvement requested for 10 companies). LEEN avoids sharing confidential information (competitiveness). In MAR, almost 10 energy audits have been made by ADB (African Development Bank) and other buyers, but there is no implementation after audits. A pilot project will be conducted with region of Agadir, in order to access the market. National consultants to be trained to become LEEN moderators. One expert should be trained per energy consuming post (‘poste énergivore’). |
| HN: presentation about achievements in Communication: project fact sheet (FRE-EN-AR-GER): available on GIZ/Intranet  ‘Fiche Evènement’ (Event fact sheet): useful tool for (annual) reports and project Monitoring.  Contacts with partners (already in DROPBOX): HN to update with YO and ZA  Energypedia: general page about Morocco needs updating. RE-ACTIVATE to provide energypedia with updated data.  DMS and Dropbox to be updated regularly.  Roll-up and poster to be remitted to RCREEE (EN-version) and to TUN (FR-version). Project Fact Sheets (AR) for RCREEE. |
| **15.30-16.00: Coffee Break** |
| **16.00-16.30: Beirut Energy Forum (20-23-Sep-2016) - Discussion & ToDos** |
| NB: all speakers are confirmed. Updated agenda already on Dropbox.  IK: Beirut Energy Forum (21-23 Sep. 2016à): To Do’s at Workshop (cf: BEI program).  Presentation about landmark projects, credentialing initiatives, qualification (…)  YO: sharing on Dropbox once final versions of presentations and Program received. |
| **16.30-17.30: Impact Assessment** |
| **Communication** - Not all team members should be in copy for logistic details.  YO: requests by 3 projects are a challenge to deal with. YO: focal contact (‘guichet unique’) for logistics/EGY  ZA = focal point, logistics, TUN  AB = focal point, logistics, MAR  MLB: e.g. Contract with Katie Brown (MLB – clarified on tel. with NB): we should never hesitate to **clarify on tel**.  **ABA: invitations to partners**. Organization should be done in advance, for it takes 2 to 4 weeks to get confirmations from (official) partners. Due to visa problems, invitations should be sent 6 weeks in advance.  Common decision : Defining clear responsibilities and respecting delays  MKM: when we decide about common actions, we should respect delays. When delays on agenda are too short, we should consider a ‘plan B’ (suitable emergency solution).  SI: if you need validation (e.g. ToR), you should give deadlines. You can also formulate like *‘if I do not have a response by (date), I’ll proceed with…’*.  Skype does not work in MAR. Dropbox is not allowed by GIZ. Do not drop ‘secrets’ there. GoToMeeting works somehow, but subscription has to be renewed.  MLB: our holiday list is on DROPBOX.  AB: a check-list mentioning everyone’s responsibilities, with according TdRs, should be dispatched.  SI/MKM: Team meetings: responsibilities should be cleared by conference call = 2nd Tuesday of each month? Time? |
| **After 19.30: Joint Dinner** |
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| **Day-2 : Monday, 19-Sep-2016** |
| **09.00-10.00 : SAR1 : Overview** |
| MLB: Excel-File “RE-ACTIVATE Impact Chain and Monitoring Tool EN + FR” in DROPBOX – EN2 MONITORING TOOL –  O1. Indicator 1: Publications : we should insert links to all new publications into (P 4-8) : RCREEE-publications: RCREEE Website ; RE-ACTIVATE Publications: link to energypedia |
| Group Work : Gp 4: MKM-HN-REG-ZA:  Modifications : yellow background (sure  Pink backgraiyund (not sure) |
| **10.00-10.30: SAR2:Coordination/Who will when report status and provide which sources? Indicator 1** |
| MLB / presentation |
| **10.30-11.00 : Coffee Break** |
| **11.00-12.30 : SAR : Indicators 2-3-4** |
| MLB / presentation |
| **12.30-13.30 : Lunch Break** |
| **13.30-15.00 : Energypedia 1 : coordination** |
| MLB / presentation |
| **15.00-15.30 : Coffee Break** |
| **15.30-17.00 : Energypedia 2 : Training** |
| MLB / presentation |
| Decisions made MKM / SI / MLB (…): please add information  Monthly meeting scheduled every 1st Wednesday of each month, at 12:00/EGY = 14:00/TUN. Invitation on Outlook sent by HN to all. |
| **Day-3 : Tuesday, 20-Sep. 2016** |
| **09.00-09.30 : What’s next, 1st part** |
| MKM/SI: Next steps with RE-ACTIVATE: MKM to develop a concept note and/or discuss with Steffen (SE) in Nov-2016.  Common RCREEE-RE-ACTIVATE experts meeting to be scheduled, e.g. during a conference in Riadh (Date?): statement about RE-ACTIVATE achievements and next steps for another project. |
| List of responsibilities to be presented by Zeineb (ZA) on next Team Meeting (Wed-5-Oct-16).  Yasmeen (YO) = focal point for RCREEE ; Hélène (HN) = focal point for MAR |
| **09.30-10.00 : What’s next, 2nd part** |
| Open questions  **MKM: Energypedia needs to be updated for events**  ‘1) Events 2017  ‘2) Platform for RE-ACTIVATE  ‘3) 4.2 : What is most convenient? |
| Lessons learned  ‘1) Linking events outputs with activities (cf: Event fact sheet / Fiche Evènement)  ‘2) Guichet unique’  ‘3) Responsibility clearance  ‘4) Focus on update and follow-up of what has been done |
| **10.00-11.00 : Recap & Questions** |
| **What should be better for next Team Retreat?**  MKM: provide a slot for presenting studies results (e.g.: SE4JOBS: still awaited)  RG: provide Team building activities |
| **11.00-18.00 : Side-event in Beirut (touristic program)** |
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| ***(Day-4 to 6 : Wed-20 to Fri 23-Sep. 2016: Beirut Energy Forum - BEF)*** |
| *Not part of this report.* |